



Substance Abuse Prevention and Education

UNIVERSITY OF SOUTH CAROLINA

STIR Policies & Procedures

Revised: 5/2/2024

Office location: Carolina Coliseum 4001

Office hours: Monday – Friday from 8:30am to 5:00pm

Contact us: 803-777-3933 or SAPE@sc.edu

STIR Sessions will be completed in-person. If there are extenuating circumstances, STIR session can be completed virtually via Microsoft Teams on a case-by-case basis.

Process:

- After your hearing at the Office of Student Conduct, **contact the SAPE Office within 2 business days to set up your initial STIR appointment.** Once you schedule your appointment, you will receive a confirmation email with your scheduled appointment date and time.
- If you do not schedule your appointment within 5 business days of your hearing, your first appointment will be scheduled for you, and you will be notified via email.
- **Your 1st appointment** will include completing an Intake Survey, talking with your STIR coach, and completing an alcohol and/or cannabis assessment. This meeting will take approximately one hour.
 - o At the conclusion of your initial appointment, you will be scheduled for a **2nd appointment to occur 2 weeks later.**
- **For your 2nd appointment,** you will discuss self-monitoring with your STIR coach. Bring any additional homework assigned by your STIR Coach. Your second appointment should last approximately one hour. Please review 'What to Expect in STIR?' at sc.edu/sape/stir for further details.
 - o At the conclusion of your 2nd appointment, you will be scheduled for a **3rd appointment to occur one month later.** Your third/final appointment should last approximately 15-30 minutes.
- **If you need to reschedule,** you must notify the SAPE Office at least 24 hours before your appointment, and the new appointment must be scheduled within 7 business days. Court appointments and classes are the only acceptable reasons to reschedule an appointment. If you are sick or have been exposed to COVID, please call or email us to reschedule your appointment.

- Students who miss an appointment will receive a registration hold until they attend their next scheduled appointment. Students who miss multiple appointments will receive a registration hold until they complete all 3 STIR sessions. Students who miss multiple appointments may be referred to Student Conduct or the CARE Team and may receive additional charges or outcomes.

Virtual STIR Procedures:

If your session will take place virtually, virtual STIR sessions will take place via Microsoft Teams. All students have access to Teams via their USC email account. Once your appointment has been scheduled, you will receive an email invitation for your first STIR appointment. You must “RSVP” to the invitation so that it shows up on the calendar feature of your USC email for the day and time your appointment is scheduled. On the day of your appointment, go to your calendar and click on the scheduled meeting. Click “Join Teams Meeting” and you will be connected with your STIR coach.

Confidentiality:

Your meetings with your STIR coach will remain confidential unless you pose a risk of harm to yourself, a risk to others, or disclose past or current interpersonal violence, sexual assault, harassment, or stalking. The Office of Student Conduct will be notified of your general progress during your time in the STIR program and if any referrals outside of the program are needed.

Please be aware that there are limitations to confidentiality using a virtual platform for your STIR sessions. Below are some tips on how to maintain your privacy and have a successful virtual STIR session:

1. Please arrange to have your virtual STIR appointments in a location where you feel comfortable having a private, confidential conversation. We recommend choosing a location in which other individuals are not able to hear your conversation.
2. You will be expected to show your Carolina card/ ID to your STIR coach at the beginning of each session so that your identity can be confirmed.
3. Please check to ensure your laptop/computer/mobile device has camera and microphone access prior to your appointment.
4. Please discuss with your STIR coach prior to the appointment if you are in a time zone other than Eastern Time.
5. There is a risk that communications via Microsoft Teams, ZOOM, emails, phone calls, or voicemails could be intercepted or accessed by unauthorized third parties. You understand that communicating via these mediums is not 100% secure and that the University of South Carolina cannot and does not guarantee the privacy or security of any STIR session content or communication sent through the internet, phone, email, or videoconferencing.
6. In the event that your behavior should put you at imminent risk of harm to yourself or someone else, the STIR Coach will take measures to ensure your safety and the safety of those around you.